ARIZONA DEPARTMENT OF EDUCATION

2007
EARLY CHILDHOOD
BLOCK GRANT

APPLICATION INSTRUCTIONS

EARLY CHILDHOOD BLOCK GRANT APPLICATION INSTRUCTIONS
FY 2007

OVERVIEW

The state block grant for early childhood education programs is established in the State Board of Education. Its purpose is to promote improved pupil achievement by providing flexible supplemental funding for early childhood programs including preschool programs for economically disadvantaged children and programs that serve all public school pupils statewide who are in kindergarten and grades one, two, and three. §ARS 15-1251 (A).

LEGAL REQUIREMENTS

The legislative citation for the Early Childhood Block Grant is §ARS 15-1251. A school district or charter school that devotes part or its entire program funding to **preschool** programs shall comply with all of the following requirements:

- ✓ Restrict the preschool program to preschool children eligible for free or reduced price lunches under the National School Lunch and Child Nutrition Acts (C)(1).

- ✓ Allow participating pupils to receive preschool services only from a public, federally funded or private childcare provider, each of which shall be **licensed** by the Department of Health Services. Each preschool site shall be **accredited** by a State Board of Education approved organization that provides accreditation for preschool programs (C)(2).

ACCREDITATION
Laws 1999, Chapter 4, Section 14, amended by Arizona House Bill 2398 (approved 3/6/00):

> A. *Notwithstanding section 15-1251, subsection C, paragraph 2, Arizona Revised Statutes, all sites receiving funding under the early childhood block grant program during fiscal year 1999-2000 shall be accredited by July 1, 1999, except that they may operate on a provisional basis if they provide evidence that shows that they are in the process of becoming accredited. These sites shall attain accreditation no later than July 1, 2000 to be eligible for program funding.*
> B. *Notwithstanding the July 1, 2000 accreditation deadline in subsection A, the agency administering the block grant may extend the accreditation deadline for any site that demonstrates that it is reasonably working toward becoming accredited.*
> C. *Sites that did not participate in the program in the prior funding year are eligible to participate in the program if they have applied for and are working toward accreditation or are accredited. Sites that are not accredited shall become accredited with eighteen months after originally receiving monies.*

Please contact an EC Specialist with questions regarding preschool accreditation at (602) 364-1530 or 1(800) 352-4558.

LEGAL REQUIREMENTS (cont.)

✓ Provide all federally funded or private child care providers located within the school district or within ten (10) miles of the charter school with information necessary for them to participate in the program, including names and addresses of children selected for participation and of their parents or guardians (C)(3). School districts and charter schools should refer to the Family Education Rights and Privacy Act – FERPA for guidance on parent or guardian disclosure issues.

✓ Provide all parents and guardians of children selected for the program with a list of licensed federally funded or private child care providers located within the school district or within ten (10) miles of the charter school and explain to parents or guardians that they may choose to have their child receive services under the program from any provider on the list if that provider agrees to participate (C)(4).

✓ Allow at least fifty (50%) percent of pupils selected for the program to receive preschool services from a federally funded or private child care provider of their parent's or guardian's own choosing if they so choose (C)(5).

✓ Allow any eligible child care provider located within the school district or within ten (10) miles of the charter school to participate in the program if it is willing to provide services at a unit cost similar to that paid to other providers in the area under the program (C)(6).

✓ Limit the use of contracts with federally funded and private child care providers to financial agreements pertaining to numbers of children to be served, hours of service to be provided per child, payment rates and other financial aspects of the program (C)(7).

✓ Limit to five per cent (5%) the amount of block grant monies that may be used locally for program administration (C)(8).

✓ Pay participating federally funded and private child care providers in a timely manner (C)(9).

Grant awards will not be made to LEAs who are out of compliance with state or federal requirements.

Please visit the Early Childhood Program web site for program information at:
http://www.ade.az.gov/earlychildhood/

FORMS

Applications are available for electronic submittal on the ADE Grants Management Enterprise Site (http://www.ade.az.gov/GME/**). The entire application must be submitted electronically.** If you have any questions please call Pat Immele at (602) 542-8812.

INSTRUCTIONS

Pages required for the Early Childhood Block Grant Application include:

Financial Data

1. **Contact Information** – Includes the program contact person's current information.

2. **Line Items** – Itemizes the total dollars allocated to each budget area.

3. **Line Items Description** – Provides specific details regarding how funds in each area will be utilized.

4. **Capital Outlay** – Itemizes and describes items, other than books and software that have a life expectancy of more than one year.

5. **Payment Schedule** – Specifies the months in which ECBG monies will be disbursed.

Supplemental Data

6. **Funding Distribution Page** – Specifies the amounts of ECBG funds that will be utilized in each program area, according to budget guidelines.

7. **Site Sheet Page(s)** – Describes the setting in which services will be provided and the population to be served. One site sheet must be completed for each site that will utilize ECBG funds.

8. **Program Description Pages** – Sets of program description pages must be completed for each type of program supported with ECBG funds (preschool, full day kindergarten, or K-3). These pages provide details to ADE regarding the operation, documentation, and data collection occurring within the district or charter. They also provide insight regarding district or charter compliance with statutes.

9. **Contact Page** – All information on this page must be completed. Information from this page of the grant application goes directly into the ECBG data base and is used regularly to contact programs. It is the district or charter's responsibility to ensure that contact information is kept current.

HOW TO ENTER THE GRANTS MANAGEMENT HOME PAGE:

❑ Log on to the Internet through your Internet service provider.

❑ Go to the Arizona Department of Education's web site at *www.ade.az.gov*

❑ Click on   **Common Logon**

❑ **Enter your Username and Password.**

❑ **Click on**   **Continue >>**

ARIZONA DEPARTMENT of **EDUCATION**

COMMON LOGON

The gateway to secure data transactions and information

Username: [   ]

Password: [   ] [Continue >>]

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the ADE Acceptable Use Policy.

- Forgotten your password or would like more information:
  Contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov.

- Check the MIS Bulletin Board for the latest news and information.

❏ Click on the Grants Management option.

ARIZONA DEPARTMENT of **EDUCATION**

COMMON LOGON

The gateway to secure data transactions and information

You have authorization to use:

 Comprehensive Health Reports
 Grants Management
 LEA Profile
 No Child Left Behind Plans and Reports
 Title II Higher Education Act

[Change Password] [Logout]

❑ **Click on <u>Application Downloads</u>**

Please download and refer to these documents when preparing the applications. These are provided to help eliminated ADE's need to reject the application for corrections.

- ❑ **Go to Early Childhood Block Grant**
- ❑ **Click on Download Files**

Edit with Microsoft Word for Windows

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

Application Download Menu

Instructions
- To access the download files, click on the 'Download files' link in the right column.

Fiscal Year	Name	Due Date	
	IDEA Basic - Entitlement		Download Files
	Preschool Entitlement		Download Files
	No Child Left Behind (NCLB)		Download Files
	Title I-D Neglected or Delinquent - LEA		Download Files
	Title I-D State Agency Neg or Delinquent		Download Files
	Title I- C Migrant Education		Download Files
	Johnson O'Malley Indian Education Program		Download Files
	Rural and Low-Income Schools Program		Download Files
	IDEA-Best Practices in Early Childhood Transition YEAR 2		Download Files
	IDEA-Collaborative Model for Identifying Students YEAR 2		Download Files
	IDEA-Counseling Grant YEAR 2		Download Files
	IDEA-Alternative Programs for Students w/Emot Dis YEAR 2		Download Files
	IDEA-Improved Parent & School Decision Making YEAR 2		Download Files
	IDEA-Paraprofessional Training YEAR 2		Download Files
	IDEA-Creating Disciplined School Environments YEAR 2		Download Files
	IDEA-Promising Trans School to Adult Life YEAR 2		Download Files
	IDEA-Improved Student Reading Achievement YEAR 2		Download Files
	Professional Development Plan		Download Files
	Enhancing Education Through Technology - Discretionary		Download Files
	Professional Development Plan YEAR 2		Download Files
	Early Childhood Block Grant - Test		Download Files

Go Back

7

- ❑ **Click on the file to be downloaded.**
- ❑ **Print the file**
- ❑ **Repeat until all downloads are printed**

❑   **Click on <u>On-Line Applications</u>**

❑   **Click on Create New Application**

Instructions
- To create new application click Create New button.
- Select the application by clicking the application name.

00-00-00-000 : Arizona Department of Education

Fiscal Year	Application Name	Status	Last Update User	Last Update Date
	CSRD - Cycle I YEAR 2 Renewal	Application being edited by LEA	trainer2	
	Instructional Materials and Supplies for ELL Programs	Application being edited by LEA	trainer2	
	Vocational Education Basic Grant	Application being edited by ADE	rellis	
	School Safety Program Renewal Application	Application being edited by LEA	trainer2	
	No Child Left Behind (NCLB) Academic Support	Application being evaluated by ADE	krice	
	21st Century Community Learning Centers	Application being edited by ADE	bwalsh2	
	No Child Left Behind (NCLB) State Chem/Title IV	Application being edited by ADE	driggs	
	Career & Technical Education Basic Grant	Application being edited by LEA	trainer2	
	Title I, Part D State Agency Neg & Del	Application being edited by ADE	cjackson2	
	Early Childhood Block Grant	Application being edited by ADE	mdallman	
	Rural Low-Income Schools Program	Application being edited by ADE	nkonitzer	
	No Child Left Behind (NCLB) State Chem/Title IV	Application being edited by ADE	krice	
	Stewart B. McKinney Homeless Renewal Grant	Application being edited by LEA	trainer2	
	NCLB Title III Consortium	Application being edited by LEA	trainer2	
	Cycle II - Compensatory Instruction for English Language Learners	Application being edited by LEA	trainer2	
	IDEA Basic - Entitlement	Application Rejected by ADE	cjackson2	
	Professional Development Plan YEAR 2	Application being edited by LEA	trainer2	

Go Back   Create New Application

❑ **Click on Early Childhood Block Grant**

❑ **Click** | Continue |

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

NEW APPLICATION SELECTION

Instructions
- To create new application, select the entity and the application and then click 'Continue'.
- To go back to the previous screen click 'Go Back'.

Entity / District
Arizona Department of Education : 00-00-00-000

Application Name
⊙ Early Childhood Block Grant
⊙ Good Monitoring Alternative ED Program
⊙ Good Monitoring Child Find/Transition to AzEIP
⊙ Good Monitoring Collaborative Model
⊙ Good Monitoring Counseling
⊙ Good Monitoring Paraprofessional Train
⊙ Good Monitoring Parent/School Decision
⊙ Good Monitoring Transition to Adult
⊙ School Safety Program Renewal Application

Go Back   Continue

❑ **Click on Create New**

❑ **Read the Program Assurances**

❑ **Click** | I Agree | **to continue.**

At this point, you will begin completing the Early Childhood Block Grant Application. Each page that may need to be completed by your district or charter is listed on the left side of the Grants Management Enterprise page and allows for scrolling between the pages. Clicking on the **small icon** on the left gives you access to that page.

To get a copy of the application to use as a draft before entering on-line,
click on VIEW APPLICATION and print of the application. *To print the application:* right click your mouse on the right side of the page, scroll to print, and click on the print button.

On the left side of the page, the small document icon will have lines on it to indicate that you have entered information on that page.

FINANCIAL DATA

CONTACT INFORMATION PAGE:

1. Designation – Click on the Down Arrow button to highlight your designation.

2. Enter the name of the Project Director/Contact.

3. Enter the phone number for the person named in #2. Please remember to enter the correct area code, phone number, and extension if applicable.

4. Enter the fax number. Please remember to enter the correct area code with the fax number.

5. Enter the current contact's e-mail address. *__IMPORTANT__: You will be notified __by e-mail__ when your application is approved. The e-mail will include the date and time of approval and the project number that has been assigned to your project. If you cannot be contacted by e-mail, you can determine if your application has been approved by checking the Grants Management System for a project summary. A project summary will be viewable if your application has been approved.*

6. **Click on** | **Save** |

7. **Review the information you have entered for accuracy. If not accurate, please correct and save again. If correct, proceed to the next page by clicking on the small icon next to the Line Items Page.**

13

LINE ITEMS PAGE:

- **IMPORTANT** –There have been a couple changes and clarifications made to the USFR Chart of Accounts. **Please download and refer to the ECBG Specific Chart of Accounts and Expenditure Classifications Matrix when preparing the Budget. Items must be coded per the matrix. If you have any questions about where to code an item, please call before submitting the application.**

1. Enter your budget information under the appropriate function codes. When doing so, please observe the following guidelines:

    ✓ Use the **FINAL ALLOCATION AMOUNT** as indicated on the allocation list provided under the ECBG downloads.

    ✓ Support Services – Administration **MAY NOT** exceed **5%** of your total allocation.

    ✓ Capital Outlay items are equipment items with a life expectancy of one year or more regardless of the cost. Please refer to the note on the *ECBG Specific Chart of Accounts and Expenditure Classifications Matrix*

    ✓ **NOTE:** The USFR and USFRCS state that a district should prepare a detailed listing of all equipment with unit costs of $1,000 or more and have useful lives of one year or more. It also states that if a district wishes, it may record assets on a general fixed assets listing at a lower threshold amount. There is no lower limit on what constitutes capital/fixed assets.

    ✓ Software, classroom books, and other instructional materials are to be entered under supplies.

    ✓ Library books (other than for classroom libraries) go under Support Services supplies

    ✓ **CHANGE: All travel goes under support services line item 6500.**

2. Click on [**Save**]   Review your budget line items. If correct, proceed to the next page. If not correct, enter the correct information, save again, and proceed to the next page.

LINE ITEMS DESCRIPTION PAGE:

1. Enter a **DETAILED DESCRIPTION** of the itemized project costs for all line items appearing on this page. Please comply with the following items to avoid having the application rejected.

> ✓ *On all applicable supply lines, give examples of supplies to be purchased (i.e.: to include reading books, paper, pencils, math or reading software, etc.). It is best to avoid using the words supplies, materials, learning tools, and manipulatives. Please list the names of the manipulatives and tools being purchased.*
> ✓ *On all applicable benefit lines list all benefits (i.e.: withholding tax, retirement, medical insurance, etc.)*
> ✓ *List all fees associated with DHS licensing and accreditation under Support Services 6800.*
> ✓ *If food is being provided with the use of ECBG funds. If food supplies are being purchased for the classroom, enter it on 1000-6600.Be clear with the description (i.e. purchase of food items to provide snacks for preschool children). If you are contracting with the cafeteria or an outside vender to provide meals or snacks, enter on 1000-6800. Be clear with the description (i.e. contracting with the cafeteria or an outside vender to provide meals or snacks).*
> ✓ *Include dates on any expenses related to summer activities. Remember that all activity must be completed by June 30.*

> **PLEASE REMEMBER: When you provide specific details on the line items description page, the approval of your grant application is facilitated. The ECBG program staff will reject the application if detail is not provided.**

2. Click on **Save**

3. Review your line items descriptions. If there are errors, please enter the correct information. If adequate detail is not provided, please add details or examples to the descriptions to make the information readily apparent. Save the page again.

Please refer to prior year ECBG applications for examples of detailed line items. Please call if you have any questions about where an item should be coded or how much detail is required.

When satisfied with the information entered on this page, please proceed to the Capital Outlay Page if you have included capital outlay in your budget.

CAPITAL OUTLAY PAGE: (Only if you have included capital outlay in your budget).

1. Enter the quantity, cost per unit, description, and purpose for each capital outlay expenditure. If it is necessary to use more than 5 lines, save the first five lines of information before adding additional lines.

2. Click on **Save**

2. **Review your Capital Outlay entries. If the capital outlay information is not correct, enter the correct information and save the page again.**

16

PAYMENT SCHEDULE PAGE:

1. To ensure timely payments of your Early Childhood Block Grant funds, please read this section carefully!

    ☹ **DO NOT** click on Distribute Payment Evenly.

    ☺ **DO** enter **FOUR EQUAL PAYMENTS** in the months of <u>August</u>, <u>November</u>, <u>January</u>, and <u>April</u>.

    Because the state allocates funding in four equal allotments, we require that equal payments be distributed to you on a quarterly basis. This insures that there are sufficient funds for all LEAs. *If* your application is submitted after the initial deadline and any of the four months have passed and are blocked, enter the payments in the next available open month. For example, if an application is submitted in December, and the months August and November are blocked, enter the total of the August and November payments in December, payment three in January, and payment four in April.

2. Click on | Save |

District	Arizona Department of Education		
CTDS	000000000	**Entity ID**	79275
Application Name	Early Childhood Block Grant		

Grant Name	Amount Budgeted	
Early Childhood Block Grant	420.00	Distribute payment evenly

Payment schedules for State projects should be scheduled according to program guidelines.

Payment schedules for Federal projects should be scheduled according to first disbursement month [30 day(s) needs] and the remainder in RSP in accordance with Cash Management Policy.

PAYMENT SCHEDULE	
Month	**Early Childhood Block Grant**
July	0.00
August	105.00
September	0.00
October	0.00
November	105.00
December	0.00
January	105.00
February	0.00
March	0.00
April	105.00
May	0.00
June	0.00
RSP	0.00
Total	420.00

RSP=Remaining Scheduled Payment

| Save |

Navigation panel (left):

VIEW APPLICATION
FINANCIAL DATA
  Contact Information
  Line Items
  Line Items Description
  Capital Outlay
  Payment Schedule
SUPPLEMENTAL DATA
Funding Distribution For
Instructions
  Funding Distribution
  Page 1
Site Sheet Instructions
  Site Sheet Page 1
Preschool Program
Description Instructions
  Preschool Page 1
  Preschool Page 2
  Preschool Page 3
Full Day Kindergarten
Program Description
Instructions
  Full Day Page 1 of
  Full Day Page 2 of
K-3 Program Description
Instructions
  K-3 Page 1 of 3
  K-3 Page 2 of 3

SUPPLEMENTAL DATA

FUNDING DISTRIBUTION PAGE:

The funding distribution form has <u>one page</u> and must be completed.

1. Click on Funding Distribution Form Instructions to view the instructions for completing this form page. After reading:

2. Click on Funding Distribution Page 1.

3. Enter the amount of ECBG funds utilized by each level. **DO NOT USE DOLLAR SIGNS OR COMMAS.**

4. **Click on** Save

5. **Review your Funding Distribution Page 1. If the Funding Distribution Page is NOT Correct, enter the correct information and save the page again.**

NOTE: If you have funds distributed for more than one level, you must complete SITE SHEETS and PROGRAM DESCRIPTIONS for those levels. Example: If you have funds distributed for Full Day Kindergarten and for K-3, you must have site sheets and program descriptions for both Full Day Kindergarten and K-3.

SITE SHEET PAGE:

The site sheet has <u>one page</u> and must be completed for <u>each site</u> utilizing ECBG funds.

NOTE: A site sheet must be completed for each site utilizing ECBG funds. Some sites may need more than one site sheet (e.g., sites utilizing ECBG funds for more than one level such as preschool and K-3). If you are not utilizing ECBG funds for a level at the site, there should not be a site sheet indicating that level as being served (e.g., a site serving both Full Day Kindergarten and K-3, but ECBG funds are not distributed for Full Day Kindergarten. A site sheet would be completed for K-3, but not for Full Day Kindergarten).

To help identify sites using ECBG funds for multiple levels, you may want to list the site name and level for that site sheet (Example: Whitman Elem. PS, Whitman Elem. FDK, Whitman Elem. K-3).

1. Click on Site Sheet Instructions to view the instructions for completing the site sheet page.

2. Click on Site Sheet Page 1. Clicking on this page will create a new site sheet page. The original site sheet page will always remain unused so you can create as many site sheets as necessary.

> ✓ All Full Day K and K-3 sites must answer questions 1 through 7.
> ✓ All Preschool sites must answer questions 1 through 12.
> ✓ The new DHS license numbers have 5-digits. If your license number still has only 4-digits place a zero as the first digit. (e.g. CDC-1234 becomes CDC-01234)
> ✓ Dates must be in the **mm/dd/yyyy** format.
> ✓ If your preschool site is <u>not fully accredited</u>, the answer to question #10 must be **Not Accredited.**
> ✓ If a question is not applicable to your program, answer N/A. **All N/A answers throughout the forms must include the slash!**
> ✓ If the preschool site has not utilized ECBG funds in a prior year, question #13 must also be answered.

3. Click on [**Save Page**]

4. To review a saved Site Sheet, click on the completed form. If the Site Sheet is not correct, enter the correct information and save the page again.

5. Repeat this process until all site sheets have been completed. As each site sheet is saved, it will be listed on the left side of the screen by site name.

PROGRAM DESCRIPTION PAGES:

There are three program descriptions, one for each level (Preschool, Full Day Kindergarten, and K-3). Complete all pages of the program description for each level supported with ECBG funds. For example, if funds are distributed and site sheets are prepared for Full Day Kindergarten and K-3, there should be one Full Day Kindergarten and one K-3 program description.

* The **Preschool** Program Description has **three pages**.

* The **Full Day Kindergarten** Program Description has **two pages**.

* The **K-3** Program Description has **three pages**.

1. Click on Program Description Instructions to view instructions for completing the program description pages.

2. Click on the first page of the program description.

3. Answer all questions on the page. If a question is not applicable to your program, answer N/A.

4. Click on **Save Page**   Review the Program Description Page. If the Program Description Page is not correct, enter the correct information and save the page again.

5. Continue this process until all pages of the program description have been completed.

Screenshot 1

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

VIEW APPLICATION

FINANCIAL DATA
- Contact Information
- Line Items
- Line Items Descriptio
- Capital Outlay
- Payment Schedule

SUPPLEMENTAL DATA
- Funding Distribution For
  Instructions
  - Funding Distribution
  Page 1
- Site Sheet Instructions
  - Site Sheet Page 1
  - ADE-PS
- Preschool Program
  Description Instructions
  - Preschool Page 1 o
  - Preschool Page 2 o
  - Preschool Page 3 o
- Full Day Kindergarten
  Program Description
  Instructions
  - Full Day Page 1 of
  - Full Day Page 2 of
- K-3 Program Description
  Instructions
  - K-3 Page 1 of 3

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	Early Childhood Block Grant		

Preschool Page 2 of 3

If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form.
Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form.
If you check 'Other' on any question, you must specify in the area provided.

PRESCHOOL PROGRAM DESCRIPTION (con't)

14	If wrap-around care is provided, child care is offered in:	○ AM ○ PM ● Both AM and PM ○ N/A
15	If wrap-around care is provided, how is child care financed? (enter N/A if not applicable)	Tuition
16	If wrap-around care is provided, how is eligibility for child care	Income

Screenshot 2

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

VIEW APPLICATION

FINANCIAL DATA
- Contact Information
- Line Items
- Line Items Descriptio
- Capital Outlay
- Payment Schedule

SUPPLEMENTAL DATA
- Funding Distribution For
  Instructions
  - Funding Distribution
  Page 1
- Site Sheet Instructions
  - Site Sheet Page 1
  - ADE-PS
- Preschool Program
  Description Instructions
  - Preschool Page 1 o
  - Preschool Page 2 o
  - Preschool Page 3 o
- Full Day Kindergarten
  Program Description
  Instructions
  - Full Day Page 1 of
  - Full Day Page 2 of
- K-3 Program Description
  Instructions
  - K-3 Page 1 of 3

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	Early Childhood Block Grant		

Preschool Page 3 of 3

If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form.
Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form.
If you check 'Other' on any question, you must specify in the area provided.

PRESCHOOL PROGRAM DESCRIPTION (con't)

28	Does the district provide a full day kindergarten program?	● Yes ○ No

Enter the approximate amount or zero for each alternate funding source used, **in addition to ECBG, to support any preschool located within the district / charter. If item 39 is not applicable, enter N/A.**

29	Private Grants	5000
30	Tuition	500
31	Title I	0
32	Head Start	0
33	Migrant	0
34	IDEA / Special Education	1000
35	Even Start	0

6. Repeat this process for each level funded with ECBG funds.

Pages for all program descriptions are included in the section in this book tabbed "Application Pages".

LEA CONTACT PAGE:

The contact form has **one page** and must be completed.

To insure that important information is directed to the appropriate person for different project phases, the ECBG program needs all information requested on this page. Please fill in all the blanks with the correct information. **DO NOT ENTER THE WORD 'SAME' FOR DUPLICATED INFORMATION.** This information is entered directly into the ECBG data base and is used to generate labels and e-mail list serves to send out information to the various contacts.

1. Click on ECBG Contact Information Instructions to view the instructions for completing the contact page.

2. Click on LEA Contact Page.

VIEW APPLICATION

FINANCIAL DATA
- Contact Information
- Line Items
- Line Items Descriptio
- Capital Outlay
- Payment Schedule

SUPPLEMENTAL DATA
- Funding Distribution For
  Instructions
  - Funding Distributio
    Page 1
- Site Sheet Instructions
  - Site Sheet Page 1
  - ADE-PS
- Preschool Program
  Description Instructions
  - Preschool Page 1 o
  - Preschool Page 2 o
  - Preschool Page 3 o
- Full Day Kindergarten
  Program Description
  Instructions
  - Full Day Page 1 of
  - Full Day Page 2 of
- K-3 Program Description
  Instructions
  - K-3 Page 1 of 3
  - K-3 Page 2 of 3
  - K-3 Page 3 of 3
- ECBG Contact Informatio
  Instructions
  - Contact Page 1

SUMMARY & SUBMIT

EXIT APPLICATION

District	Arizona Department of Education		
CTDS	000000000	**Entity ID**	79275
Application Name	Early Childhood Block Grant		

Contact Page 1

To insure important information is directed to the correct person for the different project phases, please complete the contact information requested below. If the information is the same for all requested contact information, enter the same information in all three areas.

	SUPERINTENDENT / DIRECTOR CONTACT INFORMATION	
1	Name of school district or charter school (legal entity name per charter contract)	Arizona Department of Education
2	C-T-D #	000000
3	Superintendent's Name or Charter School Director's Name	John Doe
4	Mailing Address	1535 W. Jefferson St.
5	City	Phoenix
6	State	AZ
7	Zip Code	85301
8	Phone Number (please include the area code and extention number if applicable)	(555) 555-5555
9	Fax Number (please include the area code)	(555) 555-5556
10	e-mail address	jdoe@ade.az.gov

	PROGRAM CONTACT INFORMATION	
11	Name of ECBG Program Contact	Jane Smith
12	Title	Education Program Specialist
13	Mailing Address	2005 N. Central Ave.
14	City	Phoenix
15	State	AZ
16	Zip Code	85004
17	Phone Number (please include the area code and extention number if applicable)	(555) 555-5555
18	Fax Number (please include the area code)	(555) 555-5556
19	e-mail address	jsmith@ade.az.gov

	FINANCIAL CONTACT INFORMATION	
20	Financial Contact Name	Pat Immele
21	Title	Financial Program Specialist
22	Mailing Address	1535 W. Jefferson St.
23	City	Phoenix
24	State	AZ
25	Zip Code	85007
26	Phone Number (please include the area code and extention number if applicable)	(602) 542-8812
27	Fax Number (please include the area code)	(602) 542-5555
28	e-mail address	pimmele@ade.az.gov

Save Page   Reset Page

3. Fill in all the requested information.

4. Click on [Save Page]

SUMMARY AND SUBMIT:

When all required forms have been completed:

1. Click on **SUMMARY & SUBMIT**. The application program will check for validation.

2. A list of errors will appear if any are detected. All errors detected must be corrected before the application can be successfully submitted.
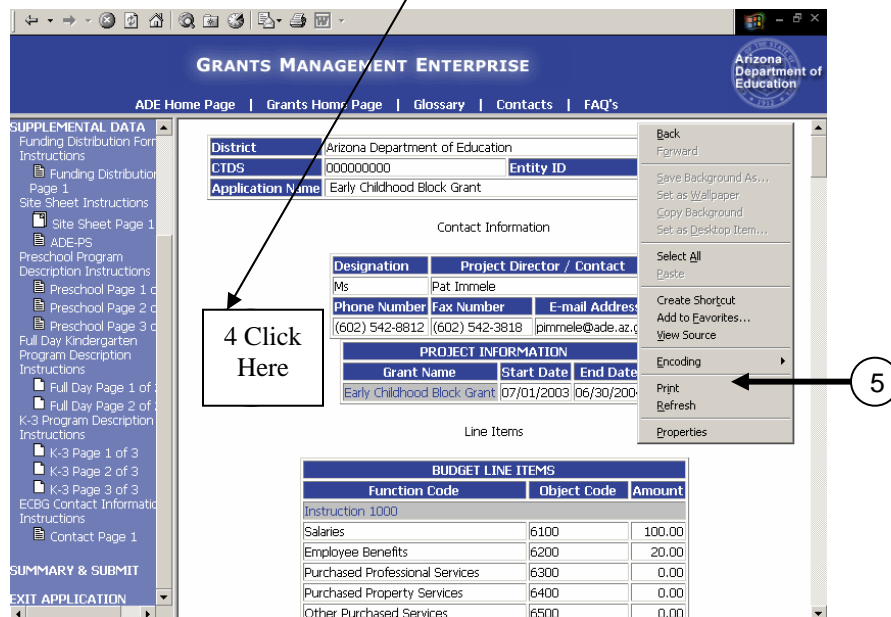
3. Correct all errors and click on **SUMMARY & SUBMIT.**
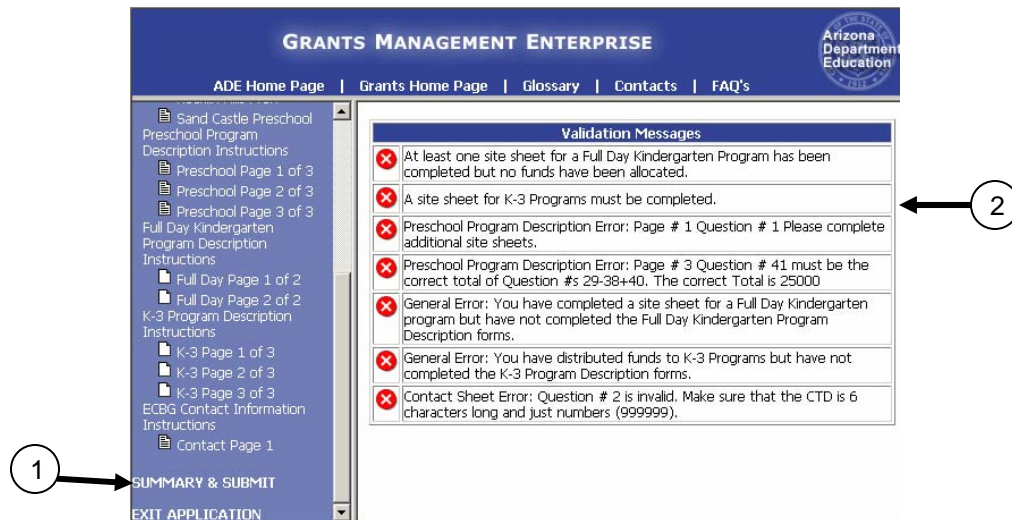
4. **Print the Summary by:** right clicking your mouse here.

5. Scroll to Print

6. Click on [Print]

6. Scroll to the bottom of the Summary

[Submit Application]   25

7. Click on

8. Print the Application Receipt per printing instructions above (#s 4-6).

9. Click on the **Go To Application List** button.